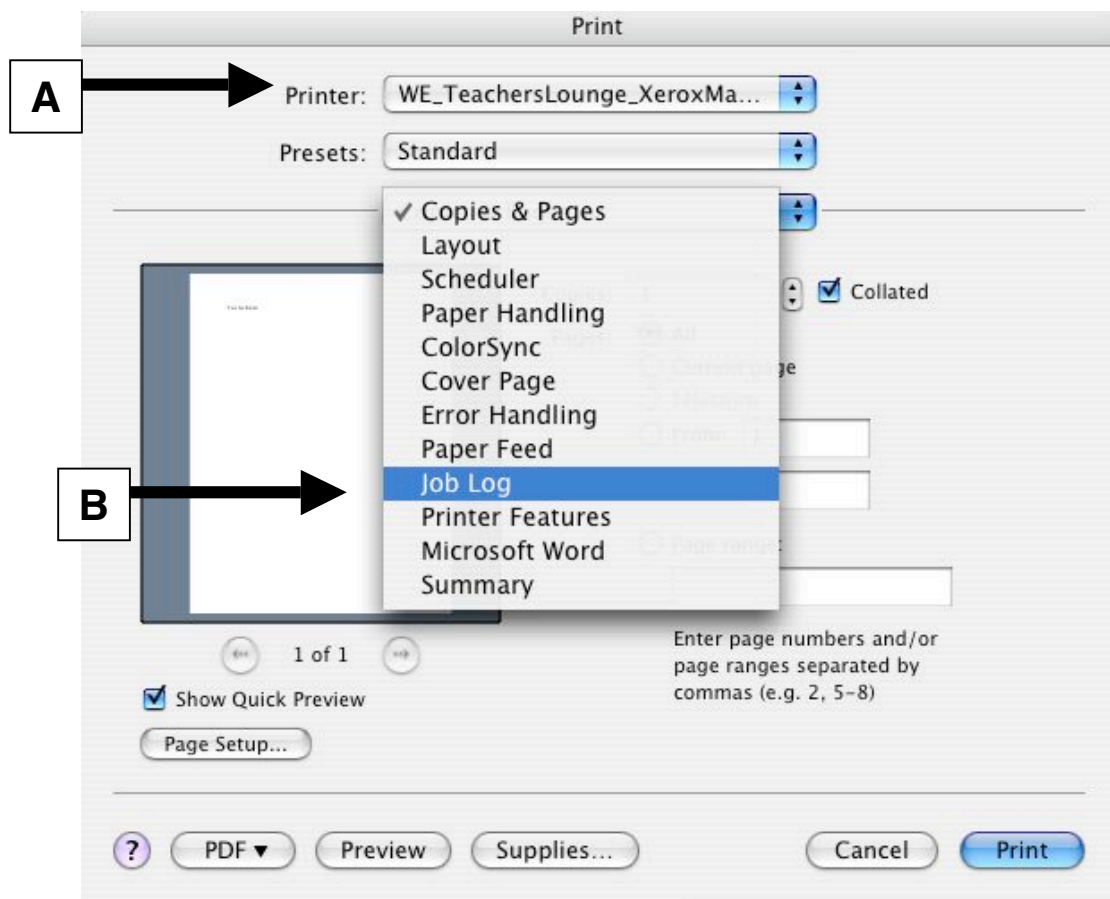


Secure Printing to the New Ricoh Copier In the Teacher's Lounge

1. Be sure to title and save your job. Then go to **File** in the menu bar to **Print**.
2. Where it says **Printer** (see ex. A below) select WE_TeachersLounge_Copier_B_and_W. Indicate the number of copies you want.



3. Click and hold down on **Copies & Pages**. Then select **Job Log** (see ex. B above).

4. Under **Job Type**, pull down to **Locked Print** (see ex. C below). Double click on **Locked Print** to open the password option.

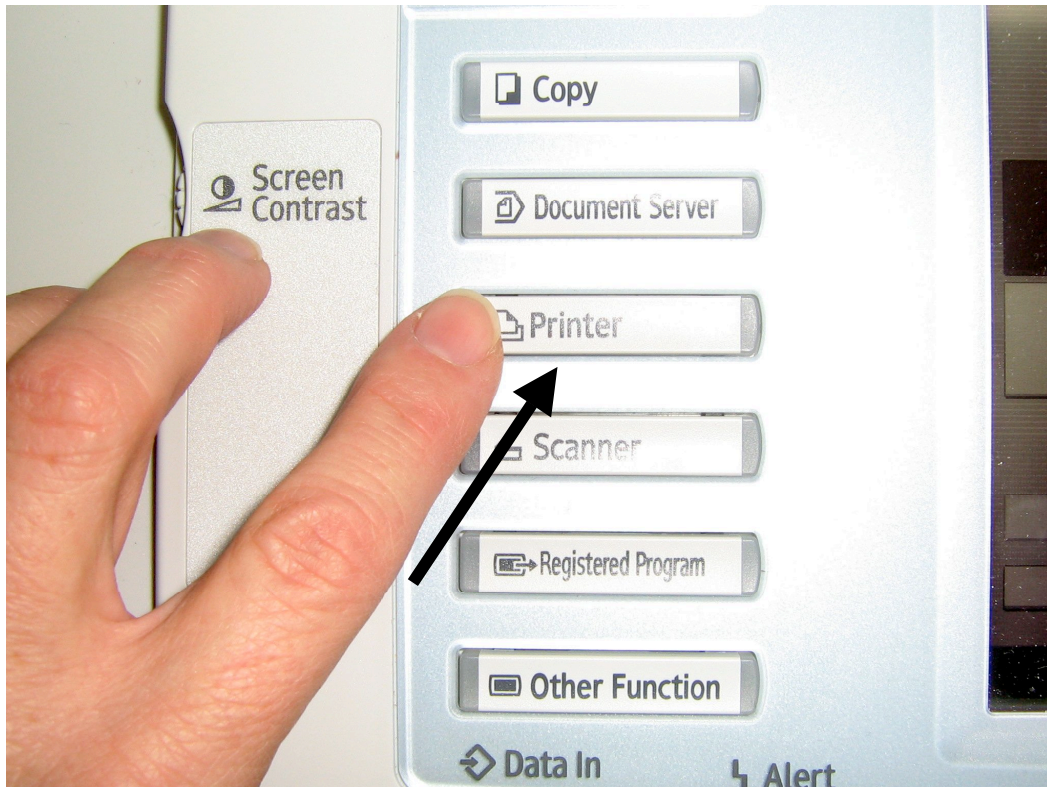
The screenshot shows a 'Print' dialog box with the following fields and options:

- Printer: WE_TeachersLounge_XeroxMa...
- Presets: Standard
- Job Log
- User ID: (Up to 8 alphanumeric characters)
- Job Type: Locked Print (indicated by arrow C)
- File Name: (Up to 16 alphanumeric characters)
- Password: (4-8 digits) (indicated by arrow D)
- ☐ Enable User Code
- User Code: (Up to 8 digits)

At the bottom, there are buttons for ? PDF ▼ Preview Supplies... Cancel and a blue Print button.

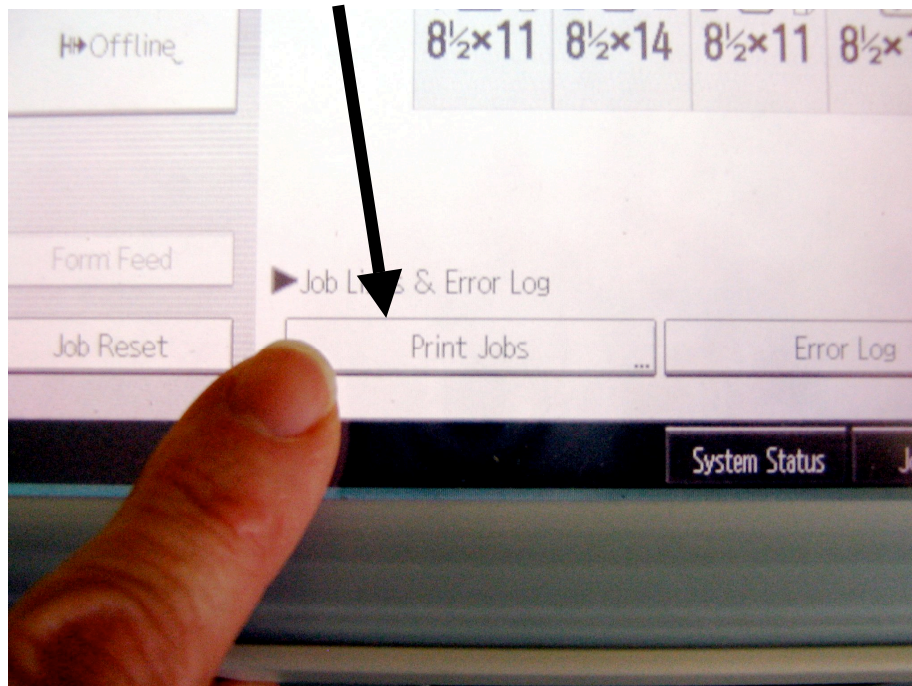
5. Fill in the **User ID** and **Password** blanks with a **NUMBER** that you will remember (like your voice mail number). (See ex. D above.) Click **Print**.

(The User ID number identifies your job at the copier and you will need to type in the password number to release your job.)

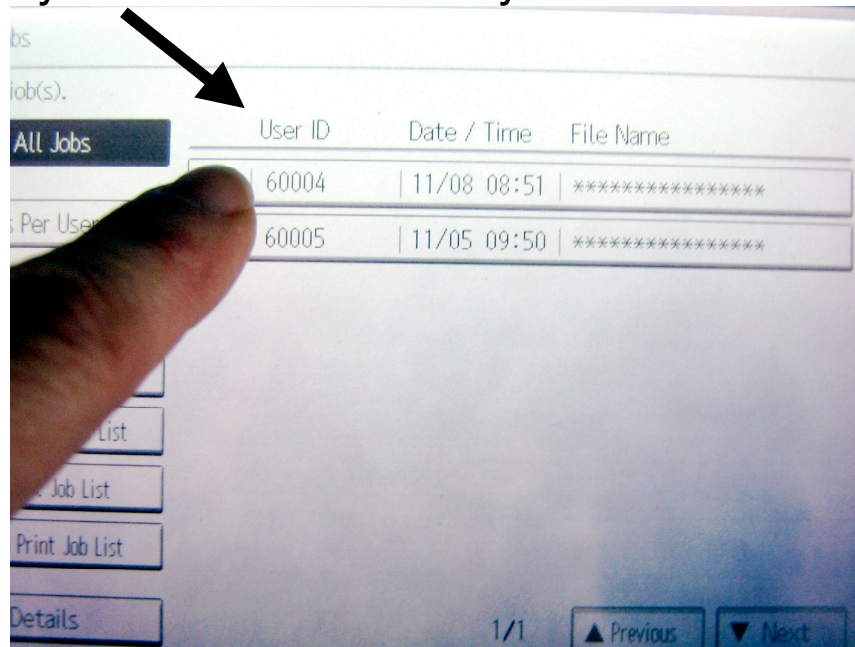


6. Walk to the copier. On the on the left side of the machine, press the **Printer** button.

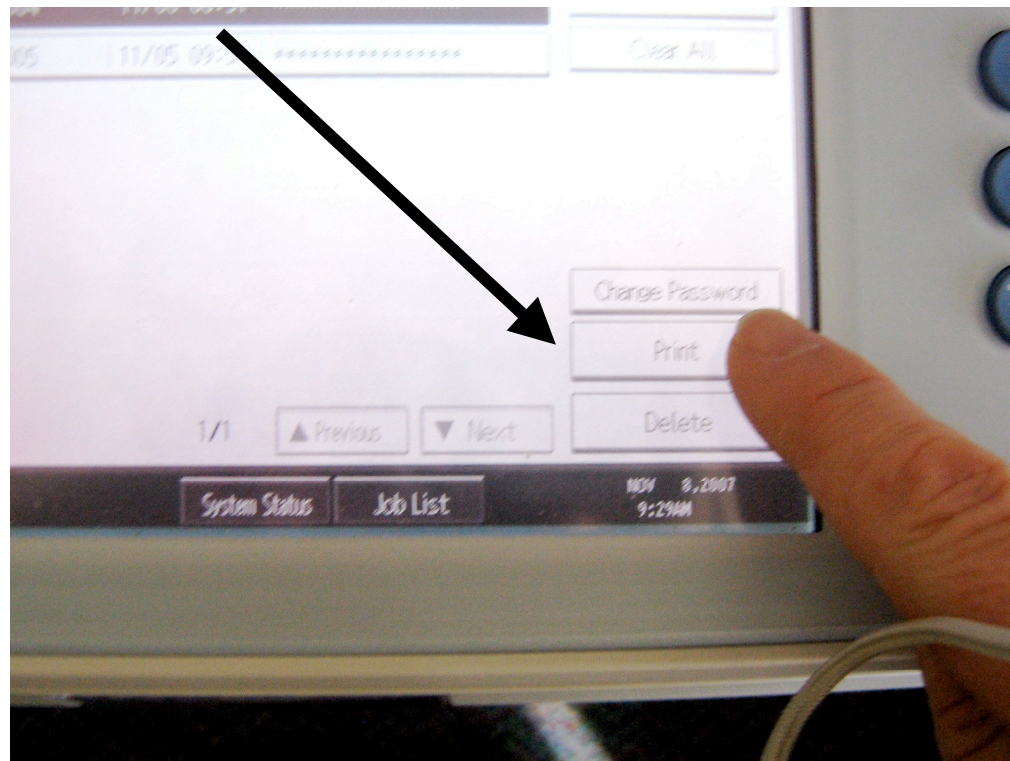
7. Press the **Print Jobs** button on the screen.



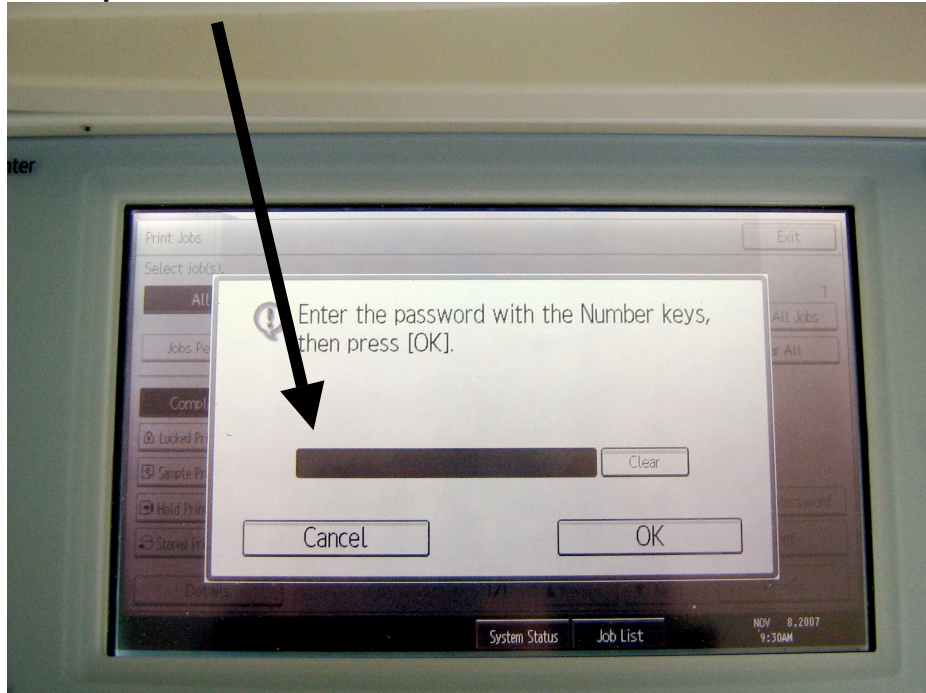
8. Press your job in the list—you can recognize it by the user ID number you entered in Step 5.



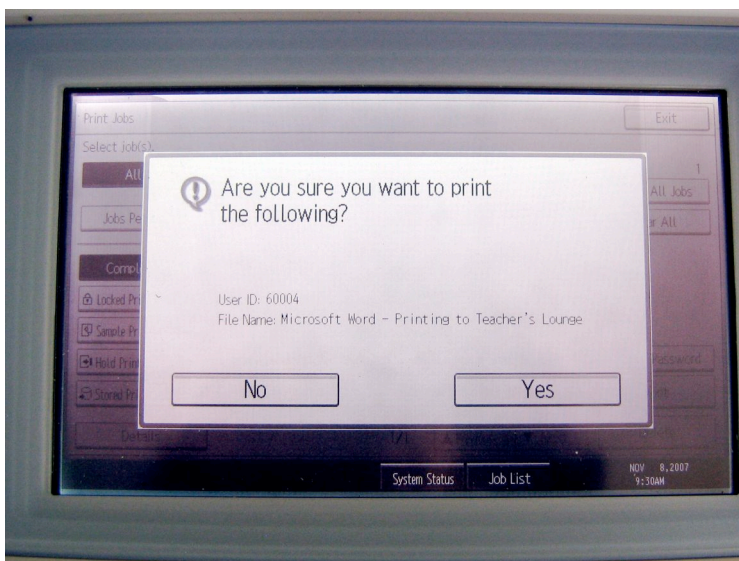
9. Press **Print** on the screen.



10. Enter the password number you entered in Step 5 above, using the keypad on the copier and press OK.



11. The copier will ask if you are sure you want to print; press **Yes**.



12. After printing is complete, press **Exit**.



13. Press the **Copy** button at top left to reset the machine for the next user.

